| | | | | Job Outlook ¹ | |
|----------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------|-----------------------------------------|
| Community College | Program Name | Occupation Description ² | Current Number of People Employed in Profession | Average Number of Job Openings per Year | Median Hourly Wage 2005 ³ |
| Jackson | A+ Certification ProgComputer Service Tech. | Computer Support Specialists (Help Desk Representative) Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Exclude "Network and Computer Systems Administrators" (15-1071). Illustrative Examples: Customer Support Analyst; Help Desk Technician; Work Station Support Specialist | 14,208 | 264 | \$19.15 |
| | Accounting/Finance | Managers, All Other All managers not listed separately. Illustrative Examples: City Clerk; Publisher; Communications Manager | 27,094 | 829 | \$42.15 |
| | Advanced Management - Skill Set Credential | Managers, All Other All managers not listed separately. Illustrative Examples: City Clerk; Publisher; Communications Manager | 27,094 | 829 | \$42.15 |
| | Automotive Entrepreneurship | Executive Secretaries and Administrative Assistants Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Exclude "Secretaries" (43-6012 through 43-6014). Illustrative Example: Administrative Aide | 39,448 | 694 | \$18.08 |

| | Secretaries, Except Legal, Medical, and Executive Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Exclude legal, medical, or executive secretaries and administrative assistants (43-6011 through 43-6013). Illustrative Examples: Personal Secretary; Office Secretary; Receptionist Secretary | 60,082 | 1,046 | \$13.64 |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|---------|
| Automotive Service Technology | Automotive Service Technicians and Mechanics Diagnose, adjust, repair, or overhaul automotive vehicles. | 26,483 | 754 | \$18.20 |
| Automotive Service Technology - Driveability Skill Set Credential | Automotive Service Technicians and Mechanics Diagnose, adjust, repair, or overhaul automotive vehicles. | 26,483 | 754 | \$18.20 |
| Business Administration | Licensed Practical and Licensed Vocational Nurses (Maternity Nurse) Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required. Illustrative Example: Licensed Attendant | 17,405 | 401 | \$18.17 |
| Cardiac Sonography | <u>Diagnostic Medical Sonographers</u> (Ultrasound Technologist) Produce ultrasonic recordings of internal organs for use by physicians. Illustrative Example: Ultrasonic Tester | 1,477 | 50 | \$25.11 |
| Child Development - CDA | Kindergarten Teachers, Except Special Education Teach elemental natural and social science, personal hygiene, music, art, and literature to children from 4 to 6 years old. Promote physical, mental, and social development. May be required to hold State certification. Exclude "Special Education Teachers" (25-2041 through 25-2043). | 5,584 | 126 | n/a |

| | Preschool Teachers, Except Special Education (Day Care Teacher, Nursery School Teacher) Instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification. Exclude "Child Care Workers" (39-9011) and "Special Education Teachers" (25-2041 through 25-2043). Illustrative Examples: Head Start Teacher; Childhood Development Teacher | 9,294 | 171 | \$12.09 |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|---------|
| Climate Control Technology | Heating, Air Conditioning, and Refrigeration Mechanics and Installers Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves. Illustrative Examples: Furnace Converter; Gas Furnace Installer; Oil Burner Repairer | 8,248 | 158 | \$21.23 |
| Computer Programming Specialist | Computer Support Specialists (Help Desk Representative) Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Exclude "Network and Computer Systems Administrators" (15-1071). Illustrative Examples: Customer Support Analyst; Help Desk Technician; Work Station Support Specialist | 14,208 | 264 | \$19.15 |
| Corrections | Correctional Officers and Jailers Guard inmates in penal or rehabilitative institution in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Include deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions. Illustrative Examples: Convict Guard; Custodial Officer; Prison Guard | 12,217 | 240 | \$19.23 |

| Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves. Illustrative Examples: Furnace Converter; Gas Furnace Installer; Oil Burner Repairer Early Childhood - Advocate Skill Set Credential Kindergarten Teachers, Except Special Education Teach elemental natural and social science, personal hygiene, music, art, and literature to children from 4 to 6 years old. Promote physical, mental, and social development. May be required to hold State certification. Exclude "Special Education Teachers" (25-2041 through 25-2043). | Corrections Officer, State of MI Certified | Correctional Officers and Jailers Guard inmates in penal or rehabilitative institution in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Include deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions. Illustrative Examples: Convict Guard; Custodial Officer; Prison Guard | 12,217 | 240 | \$19.23 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|---------|
| Credential Kindergarten Teachers, Except Special Education Teach elemental natural and social science, personal hygiene, music, art, and literature to children from 4 to 6 years old. Promote physical, mental, and social development. May be required to hold State certification. Exclude "Special Education Teachers" (25-2041 through 25-2043). Preschool Teachers, Except Special Education (Day Care Teacher, Nursery School Teacher) Instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification. Exclude "Child Care Workers" (39-9011) and "Special Education Teachers" (25-2041 through 25-2043). Illustrative Examples: Head | Customer Energy Specialist | and Installers Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves. Illustrative Examples: Furnace Converter; Gas Furnace Installer; Oil Burner | 8,248 | 158 | \$21.23 |
| (Day Care Teacher, Nursery School Teacher) Instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification. Exclude "Child Care Workers" (39-9011) and "Special Education Teachers" (25-2041 through 25-2043). Illustrative Examples: Head | - | Kindergarten Teachers, Except Special Education Teach elemental natural and social science, personal hygiene, music, art, and literature to children from 4 to 6 years old. Promote physical, mental, and social development. May be required to hold State certification. Exclude "Special Education Teachers" (25- | 5,584 | 126 | n/a |
| | | (Day Care Teacher, Nursery School Teacher) Instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification. Exclude "Child Care Workers" (39-9011) and "Special Education Teachers" (25-2041 through 25-2043). Illustrative Examples: Head | 9,294 | 171 | \$12.09 |

| Early Childhood - Distinctive Populations Skill Set Credential | Kindergarten Teachers, Except Special Education Teach elemental natural and social science, personal hygiene, music, art, and literature to children from 4 to 6 years old. Promote physical, mental, and social development. May be required to hold State certification. Exclude "Special Education Teachers" (25-2041 through 25-2043). | 5,584 | 126 | n/a |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|---------|
| | Preschool Teachers, Except Special Education (Day Care Teacher, Nursery School Teacher) Instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification. Exclude "Child Care Workers" (39-9011) and "Special Education Teachers" (25-2041 through 25-2043). Illustrative Examples: Head Start Teacher; Childhood Development Teacher | 9,294 | 171 | \$12.09 |
| Early Childhood - Instructional Methodologies Skill Set Credential | Kindergarten Teachers, Except Special Education Teach elemental natural and social science, personal hygiene, music, art, and literature to children from 4 to 6 years old. Promote physical, mental, and social development. May be required to hold State certification. Exclude "Special Education Teachers" (25-2041 through 25-2043). | 5,584 | 126 | n/a |
| | Preschool Teachers, Except Special Education (Day Care Teacher, Nursery School Teacher) Instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification. Exclude "Child Care Workers" (39-9011) and "Special Education Teachers" (25-2041 through 25-2043). Illustrative Examples: Head Start Teacher; Childhood Development Teacher | 9,294 | 171 | \$12.09 |

| Early Childhood - Literacy & The Arts Skill Set Credential | Kindergarten Teachers, Except Special Education Teach elemental natural and social science, personal hygiene, music, art, and literature to children from 4 to 6 years old. Promote physical, mental, and social development. May be required to hold State certification. Exclude "Special Education Teachers" (25-2041 through 25-2043). | 5,584 | 126 | n/a |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|---------|
| | Preschool Teachers, Except Special Education (Day Care Teacher, Nursery School Teacher) Instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification. Exclude "Child Care Workers" (39-9011) and "Special Education Teachers" (25-2041 through 25-2043). Illustrative Examples: Head Start Teacher; Childhood Development Teacher | 9,294 | 171 | \$12.09 |
| Early Childhood - Mathematics & Science Skill Set Credential | Kindergarten Teachers, Except Special Education Teach elemental natural and social science, personal hygiene, music, art, and literature to children from 4 to 6 years old. Promote physical, mental, and social development. May be required to hold State certification. Exclude "Special Education Teachers" (25-2041 through 25-2043). | 5,584 | 126 | n/a |
| | Preschool Teachers, Except Special Education (Day Care Teacher, Nursery School Teacher) Instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification. Exclude "Child Care Workers" (39-9011) and "Special Education Teachers" (25-2041 through 25-2043). Illustrative Examples: Head Start Teacher; Childhood Development Teacher | 9,294 | 171 | \$12.09 |

| Early Childhood Operations Skill Set Credential | Kindergarten Teachers, Except Special Education Teach elemental natural and social science, personal hygiene, music, art, and literature to children from 4 to 6 years old. Promote physical, mental, and social development. May be required to hold State certification. Exclude "Special Education Teachers" (25-2041 through 25-2043). | 5,584 | 126 n/a | |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------|---------|
| | Preschool Teachers, Except Special Education (Day Care Teacher, Nursery School Teacher) Instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification. Exclude "Child Care Workers" (39-9011) and "Special Education Teachers" (25-2041 through 25-2043). Illustrative Examples: Head Start Teacher; Childhood Development Teacher | 9,294 | 171 | \$12.09 |
| Electrical Basics Skill Set Crede | Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. Exclude "Security and Fire Alarm Systems Installers" (49-2098). Illustrative Examples: Electrical Sign Servicer; House Wirer; Chief Electrician | 24,018 | 445 | \$28.13 |
| | HelpersElectricians Help electricians by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment. Exclude apprentice workers and report them with the appropriate skilled construction trade occupation (47-2011 through 47-2221). Exclude construction laborers who do not primarily assist electricians, and classify them under "Construction Laborers" (47-2061). Illustrative Examples: Utilities Ground Worker; Electrician's Assistant | 2,155 | 89 | \$14.00 |

| | Security and Fire Alarm Systems Installers Install, program, maintain, and repair security and fire alarm wiring and equipment. Ensure that work is in accordance with relevant codes. Exclude "Electricians" (47-2111) who do a broad range of electrical wiring. Illustrative Examples: Fire Alarm Installer; Burglar Alarm Mechanic | 1,102 | 39 | \$18.33 |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|---------|
| | Signal and Track Switch Repairers Install, inspect, test, maintain, or repair electric gate crossings, signals, signal equipment, track switches, section lines, or intercommunications systems within a railroad system. Illustrative Examples: Signal Mechanic; Signal Maintainer; Third Rail Installer | 501 | 18 n/a | |
| Electrician | Electricians Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. Exclude "Security and Fire Alarm Systems Installers" (49-2098). Illustrative Examples: Electrical Sign Servicer; House Wirer; Chief Electrician | 24,018 | 445 | \$28.13 |
| | HelpersElectricians Help electricians by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment. Exclude apprentice workers and report them with the appropriate skilled construction trade occupation (47-2011 through 47-2221). Exclude construction laborers who do not primarily assist electricians, and classify them under "Construction Laborers" (47-2061). Illustrative Examples: Utilities Ground Worker; Electrician's Assistant | 2,155 | 89 | \$14.00 |
| | Security and Fire Alarm Systems Installers Install, program, maintain, and repair security and fire alarm wiring and equipment. Ensure that work is in accordance with relevant codes. Exclude "Electricians" (47-2111) who do a broad range of electrical wiring. Illustrative Examples: Fire Alarm Installer; Burglar Alarm Mechanic | 1,102 | 39 | \$18.33 |

| | Signal and Track Switch Repairers Install, inspect, test, maintain, or repair electric gate crossings, signals, signal equipment, track switches, section lines, or intercommunications systems within a railroad system. Illustrative Examples: Signal Mechanic; Signal Maintainer; Third Rail Installer | 501 | 18 | n/a |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|---------|
| Electrician Entrepreneurship | Managers, All Other All managers not listed separately. Illustrative Examples: City Clerk; Publisher; Communications Manager | 27,094 | 829 | \$42.15 |
| Electronic Technology - ELT | Electrical and Electronic Engineering Technicians Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions. Exclude "Broadcast Technicians" (27-4012). Illustrative Examples: Calibration Laboratory Technician; Semiconductor Development Technician; Instrumentation Technician | 4,229 | 99 | \$24.08 |
| Electronic Technology - Microcomputer | Electrical and Electronic Engineering Technicians Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions. Exclude "Broadcast Technicians" (27-4012). Illustrative Examples: Calibration Laboratory Technician; Semiconductor Development Technician; Instrumentation Technician | 4,229 | 99 | \$24.08 |

| Emergency Medical Services | Ambulance Drivers and Attendants, Except Emergency Medical Technicians Drive ambulance or assist ambulance driver in transporting sick, injured, or convalescent persons. Assist in lifting patients. Illustrative Example: Patient Carrier | 250 | 5 | \$8.71 |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|---------|
| | Emergency Medical Technicians and Paramedics Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities. Illustrative Example: E.M.T. | 5,909 | 114 | \$12.97 |
| Entrepreneurship | Managers, All Other All managers not listed separately. Illustrative Examples: City Clerk; Publisher; Communications Manager | 27,094 | 829 | \$42.15 |
| Entrepreneurship Skill Set | Managers, All Other All managers not listed separately. Illustrative Examples: City Clerk; Publisher; Communications Manager | 27,094 | 829 | \$42.15 |
| | Accountants and Auditors (Bursar) Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. Illustrative Examples: Certified Public Accountant; Tax Accountant | 35,215 | 897 | \$25.03 |
| | Financial Analysts Conduct quantitative analyses of information affecting investment programs of public or private institutions. Illustrative Examples: Bond Analyst; Investment Analyst; Securities Consultant | 5,291 | 88 | \$30.45 |
| General Sonography | Diagnostic Medical Sonographers (Ultrasound Technologist) Produce ultrasonic recordings of internal organs for use by physicians. Illustrative Example: Ultrasonic Tester | 1,477 | 50 | \$25.11 |

| Graphic Design Entrepreneurship | Managers, All Other All managers not listed separately. Illustrative Examples: City Clerk; Publisher; Communications Manager | 27,094 | 829 | \$42.15 |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|---------|
| Law Enforcement | Bailiffs Maintain order in courts of law. Illustrative Examples: Court Officer; Sergeant at Arms | 915 | 21 | \$15.04 |
| | Detectives and Criminal Investigators Conduct investigations related to suspected violations of Federal, State, or local laws to prevent or solve crimes. Exclude "Private Detectives and Investigators" (33-9021). Illustrative Examples: Police Inspector; Deputy United States Marshal; Narcotics Agent | 2,334 | 69 | \$28.79 |
| | Police and Sheriff's Patrol Officers Maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district. Perform combination of following duties: patrol a specific area on foot or in a vehicle; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts. Illustrative Examples: Border Guard; Campus Police; City Constable | 19,306 | 569 | \$23.55 |
| | Private Detectives and Investigators Detect occurrences of unlawful acts or infractions of rules in private establishment, or seek, examine, and compile information for client. Illustrative Example: House Detective | 1,196 | 36 | \$16.59 |
| Management | Managers, All Other All managers not listed separately. Illustrative Examples: City Clerk; Publisher; Communications Manager | 27,094 | 829 | \$42.15 |
| | | | | |

| Marketing | Advertising and Promotions Managers (Media Director) Plan and direct advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or give-aways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis. Illustrative Examples: Campaign Director; Circulation Director | 1,108 | 23 | \$42.43 |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|---------|
| | Marketing Managers Determine the demand for products and services offered by a firm and its competitors and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services. Illustrative Examples: Fashion Coordinator; Marketing Director | 3,004 | 75 | \$39.6 |
| | Sales Managers (Customer Service Manager) Direct the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers. Illustrative Examples: Director of Sales; Export Manager; Regional Sales Manager | 12,040 | 296 | \$40.3 |
| Marketing Entrepreneurship | Managers, All Other All managers not listed separately. Illustrative Examples: City Clerk; Publisher; Communications Manager | 27,094 | 829 | \$42.1 |
| Medical Assistant | Medical Assistants | 14,681 | 647 | \$12.48 |

| | (Morgue Attendant, Physician's Aide) Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Exclude "Physician Assistants" (29-1071). Illustrative Example: Ophthalmic Aide | | | |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|---------|
| | Medical Equipment Preparers Prepare, sterilize, install, or clean laboratory or healthcare equipment. May perform routine laboratory tasks and operate or inspect equipment. | 1,399 | 38 | \$13.17 |
| Medical Insurance Biller Entrepreneurship | Managers, All Other All managers not listed separately. Illustrative Examples: City Clerk; Publisher; Communications Manager | 27,094 | 829 | \$42.15 |
| Medical Receptionist / Insurance Biller | Medical Assistants (Morgue Attendant, Physician's Aide) Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Exclude "Physician Assistants" (29-1071). Illustrative Example: Ophthalmic Aide | 14,681 | 647 | \$12.48 |

| | Medical Records and Health Information Technicians (Medical Records Librarian) Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards. Illustrative Examples: Disability Rater; Medical Records Specialist; Medical Library Historian | 5,363 | 139 | \$13.47 |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|---------|
| Medical Receptionist / Transcriptionist | Medical Transcriptionists Use transcribing machines with headset and foot pedal to listen to recordings by physicians and other healthcare professionals dictating a variety of medical reports, such as emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. Transcribe dictated reports and translate medical jargon and abbreviations into their expanded forms. Edit as necessary and return reports in either printed or electronic form to the dictator for review and signature, or correction. Illustrative Example: Medical Stenographer | 3,308 | 107 | \$14.83 |
| Microcomputer Application | Computer Support Specialists (Help Desk Representative) Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Exclude "Network and Computer Systems Administrators" (15-1071). Illustrative Examples: Customer Support Analyst; Help Desk Technician; Work Station Support Specialist | 14,208 | 264 | \$19.15 |

| Microsoft Office Specialist Skill Set Credential | Executive Secretaries and Administrative Assistants Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Exclude "Secretaries" (43-6012 through 43-6014). Illustrative Example: Administrative Aide | 39,448 | 694 | \$18.08 |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|---------|
| | Secretaries, Except Legal, Medical, and Executive Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Exclude legal, medical, or executive secretaries and administrative assistants (43-6011 through 43-6013). Illustrative Examples: Personal Secretary; Office Secretary; Receptionist Secretary | 60,082 | 1,046 | \$13.64 |
| Microsoft Office User Specialist | Accountants and Auditors (Bursar) Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. Illustrative Examples: Certified Public Accountant; Tax Accountant | 35,215 | 897 | \$25.03 |
| | Financial Analysts Conduct quantitative analyses of information affecting investment programs of public or private institutions. Illustrative Examples: Bond Analyst; Investment Analyst; Securities Consultant | 5,291 | 88 | \$30.45 |
| | | | | |

| Network+/Security+ Skill Set | | | | |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|---------|
| Credential | Network and Computer Systems Administrators (LAN/WAN Administrator) Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Maintain network hardware and software. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability. May supervise other network support and client server specialists and plan, coordinate, and implement network security measures. Exclude "Computer Support Specialists" (15-1041). Illustrative Examples: Network Control Operator; Network Security Administrator | 6,902 | 212 | \$26.97 |
| | Network Systems and Data Communications Analysts (Internet Developer, Webmaster) Analyze, design, test, and evaluate network systems, such as local area networks (LAN), wide area networks (WAN), Internet, intranet, and other data communications systems. Perform network modeling, analysis, and planning. Research and recommend network and data communications hardware and software. Include telecommunications specialists who deal with the interfacing of computer and communications equipment. May supervise computer programmers. Illustrative Example: Systems Integrator | 5,362 | 248 | \$27.41 |
| Networking Specialist | Network and Computer Systems Administrators (LAN/WAN Administrator) Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Maintain network hardware and software. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability. May supervise other network support and client server specialists and plan, coordinate, and implement network security measures. Exclude "Computer Support Specialists" (15-1041). Illustrative Examples: Network Control Operator; Network Security Administrator | 6,902 | 212 | \$26.97 |

| | Network Systems and Data Communications Analysts (Internet Developer, Webmaster) Analyze, design, test, and evaluate network systems, such as local area networks (LAN), wide area networks (WAN), Internet, intranet, and other data communications systems. Perform network modeling, analysis, and planning. Research and recommend network and data communications hardware and software. Include telecommunications specialists who deal with the interfacing of computer and communications equipment. May supervise computer programmers. Illustrative Example: Systems Integrator | 5,362 | 248 | \$27.41 |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|---------|
| PC Technician Entrepreneurship | Managers, All Other All managers not listed separately. Illustrative Examples: City Clerk; Publisher; Communications Manager | 27,094 | 829 | \$42.15 |
| Studio Art | Commercial and Industrial Designers Develop and design manufactured products, such as cars, home appliances, and children's toys. Combine artistic talent with research on product use, marketing, and materials to create the most functional and appealing product design. Illustrative Examples: Body Stylist; Color Consultant; Jewelry Designer | 6,615 | 109 | \$33.32 |
| | Designers, All Other All designers not listed separately. Illustrative Examples: Copyist; Frame Stylist | 633 | 15 | \$22.68 |
| | Graphic Designers (Graphic Artist) Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects. Illustrative Examples: Catalogue Illustrator; Layout Artist | 6,662 | 126 | \$20.22 |

| | Set and Exhibit Designers Design special exhibits and movie, television, and theater sets. May study scripts, confer with directors, and conduct research to determine appropriate architectural styles. Illustrative Examples: Set Decorator; Stage Scenery Designer | 310 | 6 | \$21.22 |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------|---------|
| Technical Theatre | Set and Exhibit Designers Design special exhibits and movie, television, and theater sets. May study scripts, confer with directors, and conduct research to determine appropriate architectural styles. Illustrative Examples: Set Decorator; Stage Scenery Designer | 310 | 6 | \$21.22 |
| Vascular Sonography | Diagnostic Medical Sonographers (Ultrasound Technologist) Produce ultrasonic recordings of internal organs for use by physicians. Illustrative Example: Ultrasonic Tester | 1,477 | 50 | \$25.11 |
| Video Production | Camera Operators, Television, Video, and Motion Picture Operate television, video, or motion picture camera to photograph images or scenes for various purposes, such as TV broadcasts, advertising, video production, or motion pictures. Illustrative Example: Cinematographer | 431 | 13 n/a | |
| | Film and Video Editors Edit motion picture soundtracks, film, and video. Illustrative Examples: Cue Selector; Video Tape Duplicator | 500 | 20 | \$26.40 |
| | Producers and Directors (Stage Manager) Produce or direct stage, television, radio, video, or motion picture productions for entertainment, information, or instruction. Responsible for creative decisions, such as interpretation of script, choice of guests, set design, sound, special effects, and choreography. Illustrative Examples: Independent Film Maker; Program Arranger | 2,165 | 53 | \$22.26 |

| Visual Communication: Multi-Media/Web Design | Network Systems and Data Communications Analysts (Internet Developer, Webmaster) Analyze, design, test, and evaluate network systems, such as local area networks (LAN), wide area networks (WAN), Internet, intranet, and other data communications systems. Perform network modeling, analysis, and planning. Research and recommend network and data communications hardware and software. Include telecommunications specialists who deal with the interfacing of computer and communications equipment. May supervise computer programmers. Illustrative Example: Systems Integrator | 5,362 | 248 | \$27.41 |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|---------|
| Visual Communication-Graphic Design | Commercial and Industrial Designers Develop and design manufactured products, such as cars, home appliances, and children's toys. Combine artistic talent with research on product use, marketing, and materials to create the most functional and appealing product design. Illustrative Examples: Body Stylist; Color Consultant; Jewelry Designer | 6,615 | 109 | \$33.32 |
| | Designers, All Other All designers not listed separately. Illustrative Examples: Copyist; Frame Stylist | 633 | 15 | \$22.68 |
| | Graphic Designers (Graphic Artist) Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects. Illustrative Examples: Catalogue Illustrator; Layout Artist | 6,662 | 126 | \$20.22 |

^{1.} The average wages and demand for the listed occupations are estimates and will vary by industry, geography, and a candidates skills and experience.

^{2.} The occupations listed are not intended to be all inclusive but are meant to represent a sampling of the fields that the short term training programs would prepare an individual to enter. Individual employers may require, at their discretion, additional training, experience or skills as a requirement for employment.

| 3. | Median hourly wage represents the rate of pay per hour at which half of those working in the profession made more than the amount noted and half made less in calendar year 2005. It is not the average pay per hour. |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| For information of | n admittance or career counseling, please contact the community college's Admissions Office or Student Services Office. |
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